

Job Title: Baby Room Leader and Cover Deputy
Pay: £12 per hour increasing to £12.30 after 6 months
Hours: 38 hours per week
Holidays: 20 days holiday per annum with additional paid bank holidays
Base: footprints@hattonhill nursery, Alwyn Avenue, Litherland, L21 9NZ

footprints@hattonhill is a community-based nursery set in the heart of the Ford and Litherland community. We provide care and early years education for all children aged from birth, 51 weeks of the year between the hours of 8am and 6pm.

Our recent Ofsted inspection in September 2022 graded us GOOD in all areas. Inspectors commented that “children benefit from a highly successful transition programme when they join this nursery... children are confident and self-assured”, “children engage fully with the exciting activities on offer in this well-resourced nursery”, “partnerships with parents is a particular strength of this nursery”.

Benefits of Working for First Steps Enterprise Ltd

- 50% Discounted childcare at our nurseries
- Ongoing professional development, training and promotion opportunities
- Pension scheme*
- Life insurance*
- Uniform provided

What is the purpose of the role?

You will work as part of the senior leadership team of the nursery to provide a safe, secure and stimulating environment for our youngest children and to build strong relationships with our families. You will lead a small group of nursery practitioners and assistants and ensure that all the EYFS Safeguarding and Welfare standards are met along with providing effective learning opportunities in line with the EYFS.

This post will require the room lead to spend time in ratio, leading the provision in the baby room and undertake key worker responsibilities for an allocated number of children. Therefore, the ability to manage time, staff and tasks well is important.

The role of Cover Deputy Manager is to provide professional leadership and management of the nursery and to effectively support the management the day-to-day running of the nursery during the

Manager's and Deputy Managers absence to deliver the highest standards of care and education.

What key skills do you need?

Commitment

You will need to demonstrate a commitment to working with children. Working in the early years sector can be as intensive as it is rewarding. You must have a passion for child development and be dedicated to caring for young children.

Building Relationships

Children thrive in early years settings when they have strong bonds and healthy relationships with nursery practitioners. You need to be someone who enjoys the company of children and can empathise with how children express their feelings.

Personal Skills

You also need to be personable and approachable with children's parents. Parent partnerships are vital in helping you to understand how to keep children happy and supported, both in nursery and home life.

Leadership Skills

You will be an inspiring practitioner and lead by example. You will have the skills to guide and motivate your team to achieve the best outcomes for children.

Creativity

Children will engage in nursery activities if they are fun and enjoyable. The best activities are those that help children learn new skills and develop their understanding of the world without them even realising that they are learning. As a nursery practitioner, you will need to have a creative mind in order to create exciting and memorable activities.

What Qualifications will you need?

You will hold a full and relevant qualification in Early Years at Level 3 or above and have at least 2 years proven experience working with children under the age of 2.

Key Responsibilities

Reports to:

- Nursery Manager

Childcare and Education

- Act as designated key person for an allocated number of children.
- Ensure that you observe, plan and assess children's learning and development within the EYFS framework.

- Promote high standards of quality within the baby room in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the baby room receive rich and stimulating experiences appropriate to their age and stage of development.
- Ensure that practice and provision in the baby room meets the requirements of the Early Years Foundation Stage Statutory Requirements.
- Ensure that all children are kept safe, and that staff understand and, when necessary, follow safeguarding procedures.
- Promote and facilitate effective partnerships with parents/carers and other family members.
- Support the development of good practice with regards to special needs and inclusion.
- Support nursery staff in delivering the nursery curriculum utilising methods and systems as directed by the company.
- Establish, develop and maintain highly professional working relationships with colleagues, relevant Local Authority Departments, regulatory bodies and other agencies.

Health and Safety

- Support the Nursery Management in the day-to-day operation in order to ensure the health and safety of the children, their parents, carers, the team and any visitors to the nursery, including the completion of risk assessments.
- Ensure that all health, safety and guidance is being followed in relation to food storage, preparation and safe sleep practice for children at different stages of development under the age of 2.
- Adhere to all health and safety policy and procedures.
- Be fully aware of all emergency and security procedures.

General

- Adhere to all Company policies and procedures.
- Ensure that the Company's policies on diversity and equal opportunities are adhered to.
- Undertake any other duties as reasonably requested by line management.
- Maintain effective methods of communication with children, staff, parents and carers.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.

- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be requested
- Qualification checks will be undertaken
- Eligibility to work in UK
- Other checks may be undertaken

Person Specification

Qualifications & Training

- NVQ level 3 or higher qualification in childcare
- A current paediatric first aid certificate (can be arranged if expired) and willingness to be an appointed person in first aid administration
- Food Safety certificate (can be arranged if expired)
- Willingness to participate in relevant training and development opportunities

Experience

- A minimum of 2 years, experience post-qualified working with the 0-2 age group.
- Experience of implementing policies and procedures in accordance with current legislation.
- Experience of delivering a high-quality learning environment through good interaction and planned activities based on observations
- Some experience of being in a position of responsibility an advantage*

Skills/Knowledge/Aptitudes

- Ability to work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children.
- Good communication, interpersonal and organisational skills.
- Ability to support language development interventions.
- Experience of working within or implementing effective key worker systems.
- Good understanding of the Safeguarding, Welfare and Learning and Development requirements in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development.

- Ability to promote a positive ethos and role model positive attributes
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning and administrative tasks
- Able to demonstrate an up-to-date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

Team Working

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Adaptability

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Professional Values and Practice

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.
- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.

(* denotes desirable)

Other Details

- Wage: £12 per hours rising to £12.30 after 6 months.
- 38 hours per week.
- The hours will be a shift anytime between 7.45am and 6pm.
- Annual leave 20 days plus bank holidays. Some days will be required to be taken between the Christmas and New Year period.

- Place of work: footprints@hattonhill nursery.
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here <https://firststepsenterprise.co.uk/vacancies/application-form/>